

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063**

Board Meeting Minutes of 1/24/2019

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Kristen E Hyde
Natalie M Nathan
Ann F Wheeler
Linda L Simon

BUREAU STAFF: Kelley Packer, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Julie Eavenson, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Roger Hales, Legal Counsel
Eric Nelson, Board Prosecutor
Maurie Ellsworth, General Counsel
Rob McQuade, Legal Counsel
Betsy Duncan, Technical Records Specialist II

OTHERS PRESENT: Kris Ellis, Idaho Health Care Association

The meeting was called to order at 10:08 AM MST by Heidi Brough Nye.

NEW BUSINESS

PROPOSED LAWS AND RULES

Mr. Hales addressed the status of the Board's existing subcommittee on the issue of rule changes for supervisor qualifications. Ms. Packer said there are two new Executive Orders that are currently being finalized which will provide direction for the subcommittee. Ms. Nathan made a motion that Mr. Hales and Mr. McQuade work with the existing subcommittee of Ms. Brough Nye and Ms. Simon in preparing a draft for the Board to consider at its April meeting. It was seconded by Ms. Hyde. Motion carried.

INTRODUCTIONS

Ms. Packer and Mr. McQuade were introduced to the Board.

APPROVAL OF MINUTES

Ms. Wheeler made a motion to approve the minutes of 10/10/2018. It was seconded by Ms. Hyde. Motion carried.

LEGISLATIVE REPORT

Ms. Packer gave the legislative report. She updated the Board on current legislation.

LEGISLATIVE REPORT

Ms. Eavenson updated the Board on the Interim Committee's current status and the November meeting of the National Consortium on Occupational Licensing in Florida.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of (\$80,862.82) as of 12/31/2018.

DISCIPLINE

Mr. Nelson presented a memorandum regarding case number RCA-2019-3. After discussion, the Board gave recommendations for appropriate discipline.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Ms. Hyde made a motion to approve the Bureau's recommendation and authorize closure in case RCA-2019-3. It was seconded by Ms. Nathan. Motion carried.

Ms. Hyde made a motion to approve the Bureau's recommendation and authorize closure in case RCA-2019-5. It was seconded by Ms. Nathan. Motion carried.

OLD BUSINESS

The Board reviewed the To Do List and no action was taken.

NEW BUSINESS

NEXT MEETING was scheduled for April 11, 2019 at 10:00 AM MDT.

PROPOSED LEGISLATION

Ms. Ellis presented a proposed exemption expanding Idaho Code §54-5805 (1) on behalf of the Idaho Health Care Association. It would allow certain individuals to perform personal care or hygiene services for those residing in a hospital, skilled nursing facility or residential care facility, without having to hold a cosmetology or barber license. The Board took no action. Miss Ellis left the meeting.

MILITARY INFORMATION FOR APPLICATIONS

The Board reviewed proposed wording to be added for military service members and veterans to the application forms. Ms. Wheeler made a motion to add the wording to the Boards applications and webpage. It was seconded by Ms. Hyde. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from Maureen McCann regarding administrator training plans. Ms. Brough Nye volunteered to respond to Ms. McCann and obtain the dates for the training and determining what involvement from the Board is being requested.

Survey information from the National Association of Long Term Care Administrator Boards was reviewed by the Board.

CE COURSES

Ms. Nathan made a motion to table the following pending receipt of additional information:

PERSONAL & BUSINESS RESPONSIBILITY, submitted by CONTINUING ED HUB

It was seconded by Ms. Hyde. Motion carried.

EXECUTIVE SESSION

Ms. Hyde made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Nathan. The vote was: Ms. Brough Nye, aye; Ms. Hyde, aye; Ms. Nathan, aye; Ms. Simon, aye; and Ms. Wheeler, aye. Motion carried.

Ms. Nathan made a motion to come out of executive session. It was seconded by Ms. Hyde. The vote was: Ms. Brough Nye, aye; Ms. Hyde, aye; Ms. Nathan, aye; Ms. Simon, aye; and Ms. Wheeler, aye. Motion carried.

APPLICATIONS

Ms. Nathan made a motion to approve an application extension of 1 year for:

90115491

It was seconded by Ms. Hyde. Motion carried.

CONTINUING EDUCATION

The Board reviewed continuing education submissions for audit and license reinstatement.

ADJOURNMENT

Ms. Nathan made a motion to adjourn the meeting at 12:49 PM MST. It was seconded by Ms. Hyde. Motion carried.

Heidi Brough Nye, Chair

Kristen E Hyde

Natalie M Nathan

Ann F Wheeler

Linda L Simon

Kelley Packer, Bureau Chief